

DIVISION OF MINED LAND RECLAMATION		PROCEDURE NO.	1.2.03
PROCEDURES MANUAL		ISSUE DATE	April 17, 2006
SUBJECT	Work Hours and Reporting	Section	Reclamation Services
		Last Revised	3-12-97

OBJECTIVE AND INTENT:

To ensure field personnel assigned State vehicles are aware of, and comply with, their approved daily work schedules.

GENERAL:

This procedure applies to each salaried Division employee who works 40 hours per week in an assigned geographic zone (North and South Areas) and has a permanently assigned vehicle.

The normal operational hours for field staff are from 8:00 a.m. to 4:30 p.m. (with 1/2 hour allocated for lunch) Monday through Friday.

Each field employee is assigned to a geographic zone of responsibility. This constitutes the employee's work area during normal business hours. The employee's work schedule shall include the time spent within the assigned work area and the time spent dealing with clients outside of the assigned work area. Travel to and from the employee's work area at the beginning and end of the day is not included in work hours.

PROCEDURES:

Each field employee is required to adhere to his or her work schedule by reporting to work in the assigned work area no later than the specified starting time, departing the assigned work area no earlier than the specified ending time, and taking lunch periods and breaks as authorized by his or her supervisor.

- If an employee's approved parking location is inside the work area, he or she shall be at the parking location no later than 8:00 a.m. and shall not finish the workday and leave the parking location before 4:30 p.m.
- If an employee's approved parking location is outside the assigned work area, travel time to and from the assigned work area is outside the normal work schedule, and is not compensable. The employee shall have traveled from his or her parking location and be inside the assigned work areas no later than 8:00 a.m., and shall not finish the work day, leave the assigned work area, and travel to his or her parking area before 4:30 p.m.

Each employee shall notify (oral conversation, email or telephone) the appropriate DMLR office or supervisor of daily work schedules and travel outside of his or her assigned work area in accordance with Procedure 3.1.04.